



STATE OF ARKANSAS

Department of Veterans Affairs

1501 West Maryland Avenue
North Little Rock, Arkansas 72120
(501) 992-0190 / FAX (501) 992-0162

Mike Beebe
Governor

David Fletcher
Director

PERSONNEL

ADVAP 2-11

July 1, 2009

Resignation/Termination

1. GENERAL: This procedure prescribes Agency guidelines for a employee initiated resignation or an Agency initiated termination.

2. PROCEDURES:

a. Resignation:

- 1) An employee will submit his/her resignation using Arkansas Department of Veterans Affairs (ADVA) Form 63 to his/her supervisor. Expedited coordination, in turn, will follow as indicated:

a) Arkansas Veterans Home:

1. Supervisor
2. Administrator
3. ADVA Assistant Director
4. ADVA Director

b) Veterans Affairs:

1. Supervisor

- 2. ADVA Assistant Director
 - 3. ADVA Director
 - c) Arkansas State Veterans' Cemetery:
 - 1. Supervisor
 - 2. Cemetery Director
 - 3. Chief, Field Services
 - 4. ADVA Assistant Director
 - 5. ADVA Director
- 2) The employee's resignation, final time sheet and leave record will be forwarded by the appropriate timekeeper to the Personnel Manager, who will verify the balance of unused leave.
- b. Termination during probationary period:
 - 1) A probationary period of six (6) months exists for employees in the Arkansas Department of Veterans Affairs. This probationary period is established as a time for the Department to evaluate and help employees adjust to their new positions. Employees who cannot adjust due to their inability to cope with the various unique duties that are required by their duties may be terminated without prejudice during the probationary period. This probationary period may be extended by giving a written notice of such extension. At any time during a probationary period, an employee may be separated without right of appeal or hearing, except in cases of alleged discrimination.
 - 2) The appropriate supervisor will complete the Probationary Period Report, ADVA Form 64, when an employee has/has not satisfactorily completed the probationary period. The report will be submitted, and expeditiously coordinated as indicated:
 - a) Arkansas Veterans Home:
 - 1. Administrator
 - 2. ADVA Assistant Director
 - 3. ADVA Director

- b) Veterans Affairs:
 - 1. ADVA Assistant Director
 - 2. ADVA Director
 - c) Arkansas State Veterans' Cemetery:
 - 1. Chief, Field Services
 - 2. ADVA Assistant Director
 - 3. ADVA Director
- 3) The Veterans Home Administrator, Cemetery Director or the ADVA Assistant Director, as appropriate, will prepare a written notice to the employee stating the reason(s) for termination, which will be signed by the ADVA Director.
- c. Termination due to unacceptable job performance:
- 1) The employee's supervisor will:
 - a) Discuss problem and corrective action with the employee. Record counseling on employee's performance record.
 - b) Issue a written warning if a similar problem recurs. This warning must contain:
 - 1. A description of the performance problem.
 - 2. Identification of corrective action.
 - 3. A statement that this is a written warning and the next step is final warning.
 - 4. If needed, a period of evaluation (not to exceed three (3) months).
 - 5. Submit a copy of the written warning to the next level of management.
 - c) Issue a final warning if similar problems continue. The warning must contain a statement that the employee must make improvement immediately or face termination.

- 1) Submit a copy of the final warning to the next level of management.
 - 2) The Veterans Home Administrator, Cemetery Director or ADVA Assistant Director will, if problems continue to occur, make a written recommendation to the ADVA Director that the employee be terminated.
 - 3) The ADVA Director will make any final decision on termination and will have a written notice prepared for his/her signature advising the employee that he/she is being terminated, the specific reason for the termination and the effective date.
 - a) A witness may be present when an employee is terminated.
 - b) If the employee refuses to sign the termination form, the witness will sign to indicate the employee has been provided a copy of the written termination.
- d. Termination for violation of ADVA Disciplinary Rules and Procedures (ADVAP 2-1).
- 1) Veterans Home Division:
 - a) The supervisor will submit documentation of infraction to the Administrator.
 - b) The Administrator will review all documentation, investigate and make a written recommendation to the ADVA Assistant Director stating why the employee should be terminated.
 - c) The ADVA Assistant Director will review documentation, investigate the violation and make a written recommendation to the ADVA Director stating why the employee should be terminated.
 - c) The ADVA Director will cause the incident to be investigated and make a final determination. If termination is appropriate a written termination notice will be prepared by the ADVA Assistant Director or Veterans Home Administrator.
 - 2) Veterans Affairs Division:
 - a) The supervisor will submit documentation of infraction to the ADVA Assistant Director.

- b) The ADVA Assistant Director will review documentation, investigate the violation and make a written recommendation to the ADVA Director stating why the employee should be terminated.
- c) The ADVA Director will cause the incident to be investigated and make a final determination. If termination is appropriate a written termination notice will be prepared by the ADVA Assistant Director.

3) Arkansas State Veterans Cemetery:

- a) The supervisor will submit documentation of infraction to the Cemetery Director.
- b) The Cemetery Director will review the documentation, investigate the violation and make a written recommendation to the Chief of Field Services.
- c) The Chief of Field Services will review the documentation, investigate the violation and make a written recommendation to the ADVA Assistant Director.
- d) The ADVA Assistant Director will review all documentation, investigate the violation and make a written recommendation to the ADVA Director.
- e) The ADVA Director will cause the incident to be investigated and make a final determination. If termination is appropriate a written termination notice will be prepared by the ADVA Assistant Director.

- 4) A witness may be present when an employee is terminated. If the employee refuses to sign the Termination Form, the witness will sign to indicate the employee has been provided a copy of the written termination.

3. SUPERSESSION: This procedure supersedes, ADVAP 2-11, January 31, 2000, in its entirety.

4. FORMS PRESCRIBED:

- a. ADVA Form 63, Employee Resignation Form
- b. ADVA Form 64, Employee Probationary Period Report

By:

DAVID FLETCHER
Director

DISTRIBUTION:

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